



**APPLICATION FOR
BARBER APPRENTICE
GEORGIA STATE BOARD OF BARBER
237 Coliseum Drive
Macon, Georgia 31217
Phone (478) 207-2440
www.sos.ga.gov/plb/barber**

Please read the instructions carefully and be familiar with the laws and rules governing the practice of barbering in the State of Georgia. Visit the website for information: www.sos.ga.gov/plb/barber.

****Important****

The Board cannot process incomplete applications. If any item is missing, incomplete, or incorrect, your application cannot be reviewed by the Board. Please review this application before you submit it to ensure that all information and documentation is complete and correct. Incomplete applications result in delayed processing. Incomplete applications are void after one year. Furthermore, because application information is time sensitive, documents cannot be transferred from old applications to new applications.

Application Checklist

The following checklist is an important part of your application. Please use this checklist to ensure that you submit a **COMPLETE** application.

- ☐ **NON-REFUNDABLE APPLICATION FEE:** \$45 – Barber Apprentice (\$90.00 late renewal)
The payment must be made by check or money order payable to the Georgia State Board of Barbers. DO NOT SEND CASH OR COUNTER CHECKS. Checks returned for insufficient funds are subject to a \$40.00 service charge pursuant to O.C. G.A. § 16-9-20.
- ☐ **CITIZENSHIP/QUALIFIED ALIEN STATUS:** Please submit a copy of your current Secure and Verifiable Document(s) such as driver's license, passport, or document as indicated on pages 10 & 11 of this application.
- ☐ **NOTARIZED APPLICATION:** The complete application must be mailed to the Board's office at the address listed above, along with your **FEE**. Sign the application in the presence of a notary.
- ☐ **Copy of current shop license and master license are attached.**
- ☐ **Letter from master releasing previous apprentice (if applicable)**
If the master under whom you are training has *previously* trained an apprentice, our records must indicate that they are no longer training that person. If a master has not notified us that he or she is no longer training an apprentice, he or she must notify us in writing. Without this notification, your application will be delayed.
- ☐ **SUBMIT APPLICATION IN A 9X12 or LARGER ENVELOPE** – Do not staple pages or check/money order. Do not fold pages of the application.

INSTRUCTIONS FOR THE BARBER APPRENTICE APPLICATION

Failing to follow these instructions will delay processing of your application.

APPRENTICE REQUIREMENTS:

1. Apprentice training is on-the-job training in a barber shop and under the direct supervision of a licensed master barber with at least 18 months' experience.
2. Each barber shop may train only one (1) apprentice at a time.
3. If the master under whom you are training has *previously* trained an apprentice, our records must indicate that they are no longer training that person. If a master has not notified us that he or she is no longer training an apprentice, he or she must notify us in writing. Without this notification, your application will be delayed.
4. Any person at least 16 years of age may qualify to train as an apprentice.
5. Apprentice hours are accumulated according to the actual number of hours of performance and training. Apprentice hours are subtotaled 1st of January, the 1st of April, and the 1st of September. Hours reported will be kept on file by the salon/shop owner or manager for inspector review.
The master level trainer is responsible for submitting the apprentice hours upon completion of the apprenticeship, or if the apprentice is no longer apprenticing under the current master barber.
6. Upon completion of the required hours within the appropriate minimum months of training, it is the apprentice's responsibility to obtain and submit an application for examination and or licensure. The Master Barber's examination will be administered **only** by PSI. Contact PSI for information about the examination, fees, dates, locations, exam content and grade notifications. You may contact PSI using one of the following methods:
 - Via the Internet 24 hours a day at www.psiexams.com.
 - Using a touch-tone phone, call PSI 24 hours a day at (800) 733-9267.
 - With a PSI registrar at (800) 733-9267, available Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time.

CREDIT FOR TRAINING HOURS BEGINS WHEN THE APPRENTICE LICENSE IS ISSUED, NOT WHEN THE APPLICATION IS MAILED TO THE BOARD OFFICE.

APPRENTICE TRAINING:

1. The apprentice will receive a certificate of registration for a period of two (2) years. The certificate may be renewed at the end of such period by renewing the license online via the Board's website at www.sos.ga.gov and submitting the applicable renewal fee by the expiration date. The renewal fee increases if submitted after the expiration date of the apprentice license. If the apprentice is changing a master supervisor, or shop location, or if the shop where the apprentice has a change in its license status, the apprentice must submit a shop change application.
2. **Hours can only be obtained during the period of time that the apprentice is licensed. If an apprentice changes master supervisor or salon where he/she is apprenticing, a new apprentice application must be submitted. If the salon changes ownership, name or location causing a new license number to be issued, a new apprentice application must be submitted. Hours can only be obtained during the period of time that the apprentice, master and salon license are active. Only one apprentice renewal is allowed.**
3. Upon the expiration of the last certificate of registration issued, such person shall not be permitted to practice the occupation in any way until he or she obtains his or her master barber's license.

CHANGE OF TRAINING:

If any of the following occurs during the apprenticeship, a new apprentice application must be filed with the Board office and a fee of \$45.00 must be submitted with the application – **NO EXCEPTIONS:**

- Change of Master supervising the apprentice; or
- Apprentice changes to a new salon; or
- If the salon where you are apprenticing changes name, location or ownership causing a new salon license number to be issued.

BARBER APPRENTICESHIP HOURS REQUIRED FOR EXAMINATION:

3,000 hours and 18 months of training

FOR BOARD USE ONLY

Certificate Number _____

Date Issued _____

Applicant No. _____

GEORGIA STATE BOARD OF BARBERS
237 Coliseum Drive • Macon, Georgia 31217 • (478) 207-2440
www.sos.ga.gov/plb/barber

Application for Barber Apprentice License
Application fees are non-refundable.

License Type (check the appropriate box):

- ☐ First Time Apprentice, Fee \$45.00
- ☐ Shop or Master Barber Change, Fee \$45.00
- ☐ Apprentice Renewal, Fee \$45.00 (\$90.00 late renewal)

Additional License Types (currently or previously issued by the Georgia Professional Licensing Boards):

Method Obtained by:

Applicant is applying for above referenced license to obtain:

- ☐ Experience /Training as an apprentice for examination

Name _____
 First Middle Last

Name as shown on records or transcripts
(if different) _____

First	Middle	Last

Social Security Number _____ - _____ - _____ **Date of Birth** _____

* THIS INFORMATION IS AUTHORIZED TO BE OBTAINED & DISCLOSED TO STATE & FEDERAL AGENCIES PURSUANT TO O.C.G.A. § 19-11-1 & O.C.G.A. § 20-3-295, 42 U.S.C.A. § 551 & 20 U.S.C.A. § 101.

Physical Address				
Number and Street	Apt. No	City/State	Zip	
<i>P.O. Box not acceptable</i>				

Mailing Address				
(If different)	Number and Street	Apt. No	City/State	Zip

(If you are granted a license, your name, mailing address and license number become public information and will be posted on the Secretary of State's website. The mailing address is used for renewal notices, and application processing)

Telephone Number Day	Telephone Number Evening	E – Mail	Fax Number
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***Acknowledgement of your application will be sent by email. Also, if further information is needed, email is the most efficient way for Board staff to contact you so that your application can be processed in the most efficient manner. Your email address will not be shared with third parties.**

BARBER APPRENTICE LICENSE APPLICATION

Section 1 (completed by apprentice) This application will be returned if you do not answer the questions on this page.

Have you ever been convicted of a felony or misdemeanor (other than minor traffic violation) or entered a plea of guilty, nolo contendere or under the "First Offender Act," or been sanctioned by another board or agency? DUI and DWI are not minor traffic violations.

_____ Yes _____ No

Have you ever had a license revoked, suspended, or otherwise sanctioned by any professional licensing board or agency, or have you ever been denied issuance of, or pursuant to disciplinary proceedings refused renewal of a license by any professional licensing board or agency in Georgia or any other state?

_____ Yes _____ No

- If you answered "Yes" to the question regarding court convictions, you must submit to the Board the following: a) a certified copy of conviction/sentencing document(s) from the Court before which you were convicted and sentenced, signed by the presiding judge, and showing said conviction and sentence; AND, if applicable, b) a statement (on official letterhead) from your probation / parole officer regarding your current status/completion of any probation / parole. **Your application will not be processed until this information is received and reviewed by the Board.**
- If you answered "Yes" regarding sanctions from another board, you must request that the licensing board or agency send a certified copy of the action taken against your license with relevant supporting documents to the Board's office. **Your application will not be processed until this information is received and reviewed by the Board.**

_____ Please check here if you answered yes to the question above and have already submitted the documentation to the Board within the past two years. If you have, it is not necessary to resubmit this information, **but new convictions must be submitted.**

I understand the following: Hours can only be obtained during the period of time that the apprentice is licensed. If an apprentice changes master supervisor or salon where he/she is apprenticing, a new apprentice application must be submitted. If the salon changes ownership, name or location causing a new license number to be issued, a new apprentice application must be submitted. Hours can only be obtained during the period of time that the apprentice, master and salon license are active. Only one apprentice renewal is allowed.

_____ Yes _____ No

I, being duly sworn upon oath, depose and say that the answers to the foregoing questions and statements made in the above application for registration are true and correct. I further state that I have read and understand the current rules and regulations of the Georgia State Board of Barbers, and that I will advise the Board Office of any changes in this registration within thirty (30) days of such change.

Applicant's Signature

Printed Name

Sworn to and subscribed before me this _____ day of _____ 20____.

Notary Signature

Notary Seal

My commission expires on ____ / ____ / ____

APPLICANT AFFIDAVIT:

I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Georgia State Board of Barbers and I agree to abide by these laws and rules, as amended from time to time.

By signing this application, electronically or otherwise, I hereby swear and affirm one of the following to be true and accurate pursuant to O.C.G.A. § 50-36-1:

1) _____ I am a United States citizen 18 years of age or older. Please submit a copy of your current Secure and Verifiable Document(s) such as driver's license, passport, or document as indicated on pages 10 & 11 of this application.

2) _____ I am not a United States citizen, but I am a legal permanent resident of the United States 18 years of age or older, or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older with an alien number issued by the Department of Homeland Security or other federal immigration agency. Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.

In making the above attestation, I understand that any failure to make full and accurate disclosures may result in disciplinary action by the Georgia State Board of Barbers and/or criminal prosecution.

Signature of Applicant

Date

Print Applicant's Name

Personally appeared before me, the undersigned official authorized to administer oaths, comes

_____ who deposes and swears that he/she is the person who executed this

(Applicant's Name)
application for a license by examination for Barbers in the State of Georgia; and that all of the statements herein

contained are true to the best of his/her knowledge and belief.

Sworn to and subscribed before me this _____ day of _____, 2_____

Notary Public Signature _____

State

County

My Commission Expires _____

(seal)

Section 2

Name of barber shop where Apprentice will receive training (ATTACH COPY OF CURRENT LICENSE):

BARBER SHOP NAME

BARBER SHOP PHYSICAL AND MAILING ADDRESS

Shop License Number _____

Shop Telephone Number: _____ - _____ - _____

Have you ever previously registered as an apprentice? _____ Yes _____ No If YES, When?

_____ What type of apprenticeship? _____

License Number _____ Did you complete the apprenticeship? [☐] Yes [☐] No.

Are you currently working under an apprentice license? [☐] Yes [☐] No. If YES, give date of
license expiration _____

I UNDERSTAND THAT IN ORDER FOR ME TO QUALIFY FOR THE EXAMINATIONS OFFERED BY
THE GEORGIA STATE BOARD OF BARBERS, I MUST PROVIDE PROOF OF AT LEAST A 7TH GRADE
EDUCATION.

Signature of Apprentice Applicant

Printed Name of Applicant

Sworn to and Subscribed before me on this _____ day of _____ 20____.

Notary Signature

NOTARY SEAL

My commission expires on ____/____/____

Section 3. To be completed by the master barber supervising the apprentice.

APPLICANT NAME

(Print clearly)

If you have previously been licensed as an apprentice in Georgia, list the license number of that apprentice: _____

Shop Name: _____ License No. _____
(for this application)

Physical Address of Shop:

Master Barber: _____ License No. _____
(for this application)

Questions for the Master Barber Supervising the Apprentice:

Have you ever been convicted of a felony or misdemeanor (other than minor traffic violation) or entered a plea of guilty, nolo contendere or under the "First Offender Act," or been sanctioned by another board or agency? DUI and DWI are not minor traffic violations. ☐ Yes ☐ No

If you answered "Yes" to the question regarding court convictions, you must submit to the Board the following: a) a copy of conviction/sentencing document(s) from the Court before which you were convicted and sentenced, signed by the presiding judge, and showing said conviction and sentence; AND, if applicable, b) a statement (on official letterhead) from your probation / parole officer regarding your current status/completion of any probation / parole. Your application will not be processed until this information is received and reviewed by the Board.

Have you ever had a license revoked, suspended, or otherwise sanctioned by any professional licensing board or agency, or have you ever been denied issuance of, or pursuant to disciplinary proceedings refused renewal of a license by any professional licensing board or agency in Georgia or any other state? ☐ Yes ☐ No

If you answered "Yes" regarding sanctions from another board, you must request that the licensing board or agency send a certified copy of the action taken against your license with relevant supporting documents to the Board's office. Your application will not be processed until this information is received and reviewed by the Board.

☐ Please check here if you answered yes to the question above and have already submitted the documentation to the Board within the past two years. If you have, it is not necessary to resubmit this information, **but new convictions must be submitted.**

☐ Yes ☐ No I am responsible for keeping daily record of apprentice hours. I will submit transcripts of apprentice training for the apprentice that I am supervising upon completion of the apprenticeship, or if there is a change of master barber; name of shop, shop owner, or location of shop; or if the apprentice does not complete the apprenticeship.

☐ Yes ☐ No Master Barber is responsible for apprentice having a thorough understanding of sanitization.

☐ Yes ☐ No Master Barber always monitors apprentice's sanitation procedure.

☐ Yes ☐ No Do you have barber textbook for apprentice to study?

☐ Yes ☐ No Do you have the sanitary regulations for apprentice to study?

☐ Yes ☐ No Do you have the rules of the Georgia Board of Barbers for apprentice to study?

☐ Yes ☐ No Have I supplied the apprentice with the necessary equipment they will need to learn the barbering profession?

☐ Yes ☐ No I understand the following regarding apprentices: Hours can only be obtained during the period of time that the apprentice is licensed. If an apprentice changes master supervisor or shop where he/she is apprenticing, a new apprentice application must be submitted. If the shop changes ownership, name or location causing a new license number to be issued, a new apprentice application must be submitted. Hours can only be obtained during the period of time that the apprentice, master and shop license are active. Only one apprentice renewal is allowed.

☐ Yes ☐ No I understand that failure of Supervising Master Barber to submit apprentice hours as mandated by Rule 70-2-.07 shall result in a **\$500.00 fine**? (See Rule 70-2-.07 and 70-6-.05)

APPRENTICE HOURS ARE SUBTOTALLED 1ST OF JANUARY, 1ST OF APRIL, AND 1ST OF SEPTEMBER. HOURS REPORTED WILL BE KEPT ON FILE BY MASTER BARBER FOR INSPECTOR TO REVIEW.

Apprentice hours are accumulated according to the actual number of hours of performance and training. It is the responsibility of the salon/shop owner and the master to see that an accurate record is kept of the apprentice hours. IT IS NOT THE RESPONSIBILITY OF THE APPRENTICE. It is your responsibility to submit these hours as required.

I agree to act as supervising master barber for the apprentice whose name appears above. I agree to provide direct supervision when the apprentice whose name appears above is working in the shop.

STATE OF GEORGIA
COUNTY OF _____

SIGNATURE OF THE MASTER SUPERVISING THE
APPRENTICE

SUBSCRIBED AND SWORN TO BEFORE ME THIS
____ DAY OF _____, _____

PRINT NAME

NOTARY PUBLIC

DATE

MY COMMISSION EXPIRES: _____

APPLICANT: PLEASE CHECK THE FORM OF IDENTIFICATION BELOW THAT YOU POSSESS. RETURN THIS FORM ALONG WITH A COPY OF YOUR APPROPRIATE DOCUMENTATION.

Name

Secure and Verifiable Documents Under O.C.G.A. § 50-36-2
Issued August 1, 2011 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”) provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

_____ A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

_____A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

_____A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

_____A driver's license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

_____A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

_____In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]



GEORGIA STATE BOARD OF BARBERS
237 COLISEUM DRIVE
MACON, GEORGIA 31217-3858

TRANSCRIPT OF BARBER APPRENTICE TRAINING

It is hereby certified that _____

Apprentice Last Name First Name Middle Name

Apprentice License. # _____

Shop Name _____ Shop License No. _____

Completed the following hours from _____ to _____
MM/DD/YYYY MM/DD/YYYY

Master Signature _____ Master License No. _____

Apprentice Signature _____

Hours can only be obtained during the period of time that the apprentice is licensed. If an apprentice changes master supervisor or shop where he/she is apprenticing, a new apprentice application must be submitted. If the shop changes ownership, name or location causing a new license number to be issued, a new apprentice application must be submitted. Hours can only be obtained during the period of time that the apprentice, master and shop license are active. Only one apprentice renewal is allowed.

Courses	Hours Required	Hours Completed
Theory	400	
Hairstyling Techniques & Cutting	1000	
Shaving	50	
Shampooing	10	
Facials	20	
Scalp Treatment Techniques	20	
Permanent Waving, Relaxing and Chemical Application	400	
Additional Instruction	1100	
Total Hours	3000	

Sworn to and subscribed before me
This ____ day of _____, _____

NOTARY SEAL

Notary Signature _____ My Commission Expires _____

APPRENTICE HOURS ARE DUE UPON COMPLETION OF THE
APPRENTICESHIP OR CHANGE OF SHOP OR MASTER BARBER.